



Broomwood Hall School Limited & Northcote Lodge School Limited

Broomwood Pre-Prep Admissions Policy September 2023

1. Introduction

1.1 Admissions Policy Summary:

Broomwood Pre-Prep currently educates boys and girls from Preschool (aged 3+) – Year 3 (aged 7+). In September 2023 the main points of entry were at Little Broomwood (3+) and Reception (4+). There are also occasional places available in other year groups, depending on availability.

1.2 Intended Audience:

Parents who wish their children to attend Broomwood Pre-Prep

2. Entry Policy

2.1 Registration for Little Broomwood: parents are asked to register their child by the September after their first birthday.

2.2 Registration for Reception: parents are asked to register their child 18 months before they are due to join so that they are legible for the random ballot.

- 2.3 Reception Registration Closing Date:** The registration closing date for Reception is 18 months before the child is due to join us (by Easter holidays in the year prior to entry).

3. Offers and Reception Ballot

- 3.1 Little Broomwood Offers:** Offers will be made in the October after a child's first birthday to those that have already registered and visited. Entry at Little Broomwood will lead to a place at Reception and then onto Broomwood Boys and Broomwood Girls as long as everyone agrees that continuing into the Prep school is in the best interest of the child.
- 3.2 Reception Offers:** All children (except those qualifying as priority – see point 4 below) are chosen by random ballot at the age of 3 in the year before entry.
- 3.3 Reception Ballot:** We have three to four Reception classes meaning approximately 80 places each year. Our aim is to have a good spread of birthdays and a roughly equal split of boys and girls. Names of registered children are placed into one of eight buckets depending on birthday and gender. All names drawn receive offers.
- 3.4 Waiting List:** All children who do not receive an offer directly from the Reception ballot or for Little Broomwood will be placed on our waiting list.

4. Priority Entrance

- 4.1 Reception:** We offer priority entrance for our Reception class to the following groups: Little Broomwood, Siblings, children of alumni and children from nurseries that are part of the Dukes Education family.
- 4.2 Sibling Policy:** Broomwood Pre-Prep gives priority to siblings (applying to join at any stage) of boys and girls already at Broomwood and to children of alumni.
- 4.3 Occasional Place:** There are occasional places available from time to time and candidates take part in an age-appropriate selection process. We will also require a confidential reference from their current school.

5. Special Educational Needs

- 5.1 Special Education Needs:** If a child is neuro-diverse or has a specific educational need they will only be accepted if the school is confident that they can be properly supported by the resources available within the learning support environment.

6. Admissions Fees

- 6.1 Registration Fees:** The fee for registering your child at Broomwood is £100 for the first child and £50 for every subsequent child in the family. The registration fee can be paid by Bank Transfer or PayPal
- Bank Transfer:**
Broomwood Pre-Prep – Account: 81379410 Sort Code: 40-11-60
- 6.2 Deposit:** A £2750 deposit is required to confirm acceptance of a place. Places must be accepted within two weeks. Please note that if the accepted place is cancelled the deposit is non-refundable.

7. On & Off Rolling

- 7.1** The school is committed to fulfilling all obligations to the Local Authority with regard to the pupil roll.
- 7.2** All pupils will be included in the admissions register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.
- 7.3** The school will report to the local authority all joiners and leavers at non-transition times, ie, when a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The school will do so by using the reporting template provided by the local authority. This will be done on a rolling basis within **5 working days** of the change occurring.
- 7.4** The template will include, full name, age, date of birth, gender, full home address, contact details, full address of the previous school and/or full address of the future destination, date of the first day of attendance as notified by a parent, and then date confirmed by destination school to our school through telephone, email or scholarship notification. Contact details of future school staff members confirming the child's attendance will also be ascertained.
- 7.5** Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.
- 7.6** Schools are also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave **for more than 10 school days (continuous)**.
- 7.7** From September 2016, a school's right under to delete a pupil for **non-return within 10 school days** after an authorised leave of 10 school days or more, or after 20 school days of unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have **jointly made reasonable enquiries** (described in the guidance) as to the pupil's whereabouts **and failed**.

- 7.8** As an independent school, the school's right to remove a pupil is also subject to the **Terms & Conditions**

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Last revision: August 2023